



# CONSTRUCTION CHANGE INITIAL SUBMITTAL CHECKLIST E-4

**Development Services**  
**Land Development Engineering**  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ Project Name \_\_\_\_\_  
DWG No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.

Revision No.: \_\_\_\_\_ Revised Sheet No(s): \_\_\_\_\_

## Type of revision(s) proposed:

\_\_\_\_\_grading \_\_\_\_\_street \_\_\_\_\_storm drain \_\_\_\_\_sewer, water, or reclaimed water  
\_\_\_\_\_other: \_\_\_\_\_

## THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

*All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.*

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. \*Four sets of prints showing proposed redlined changes on city-approved plans, folded to 9" X 12"
- \_\_\_\_\_ 4. \*Copy of supporting calculations/reports (if applicable)
- \_\_\_\_\_ 5. Fee  
Minor Construction Change fee applies to a simple revision not requiring a review of calculations/reports, a review of the conditions of approval, or a determination of substantial conformance.  
Major Construction Change fee applies to a revision involving complex changes to the plans and/or changes requiring a review of supporting documents.
- \_\_\_\_\_ 6. Other: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



# CONSTRUCTION CHANGE RESUBMITTAL CHECKLIST E-4

**Development Services**  
**Land Development Engineering**  
1635 Faraday Avenue  
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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ DWG No. \_\_\_\_\_ Revision No. \_\_\_\_\_  
Project Name \_\_\_\_\_  
Plancher \_\_\_\_\_ Project Engineer \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE PLANCHER

Plancher No. \_\_\_\_\_ PCE Initials \_\_\_\_\_ Date \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.

## THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- \_\_\_\_\_ 1. This resubmittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. All previous checkprints of plans, reports, and calculations, as applicable
- \_\_\_\_\_ 5. \*Engineer's cost estimate
- \_\_\_\_\_ 6. \* \_\_\_\_\_ sets of corrected prints of the plans folded to 9" X 12"  
(Distribution: 1 planchecker, \_\_\_\_\_ CM&I, \_\_\_\_\_ other – dept.: \_\_\_\_\_)
- \_\_\_\_\_ 7. \*Corrected copy of supporting calculations and reports
- \_\_\_\_\_ 8. Department comments: \_\_\_\_\_ CM&I, \_\_\_\_\_ Fire, \_\_\_\_\_ Planning, \_\_\_\_\_ Transportation,  
\_\_\_\_\_ Streets, \_\_\_\_\_ Storm Drain, \_\_\_\_\_ Wastewater, \_\_\_\_\_ Water, \_\_\_\_\_ other – dept.: \_\_\_\_\_  
(Distribution: to indicated departments)
- \_\_\_\_\_ 9. Other: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



# CONSTRUCTION CHANGE MYLAR SUBMITTAL CHECKLIST E-4

*Development Services*  
**Land Development Engineering**  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ DWG No. \_\_\_\_\_ Revision No. \_\_\_\_\_  
Project Name \_\_\_\_\_  
Plancher \_\_\_\_\_ Project Engineer \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.

**The City of Carlsbad has approved this construction revision. Please make changes to the attached original mylars and return them with the following marked items within two weeks:**

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. \*Calculations and reports, signed and sealed, as applicable
- \_\_\_\_\_ 5. Approved redlines
- \_\_\_\_\_ 6. \*Revised, original mylars and/or replacement mylars, as authorized by city, with revisions drawn in ink and clouded in pencil
- \_\_\_\_\_ 7. Department approvals: \_\_\_\_ CM&I, \_\_\_\_ Fire, \_\_\_\_ Planning, \_\_\_\_ Transportation, \_\_\_\_ Streets, \_\_\_\_ Storm Drain, \_\_\_\_ Wastewater, \_\_\_\_ Water, \_\_\_\_ other – dept.: \_\_\_\_\_
- \_\_\_\_\_ 8. Other: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_